National Institute of Electronics and Information Technology
New Delhi

CONFIDENTIAL REPORT FOR CLEARANCE OF PROBATION PERIOD

(DIRECT RECRUITMENT/ PROBATION)

(PART I)

1. Name of the employee:

2. Designation:

3. Pay Structure:

4. Academic & Professional Qualification:

5. Whether probation is on Promotion or Fresh Appointment:
   (a) In case of promotion
      (i) Promotion Order No. & Date
      (ii) Date of joining the organisation:
      (ii) Date of joining in the present post:
   (b) In case of Direct Recruitment
      (i) Appointment Order No. & Date
      (ii) Whether C&A Verification done
      (iii) Whether medically examined and found fit

6. Duration of Probation Period:

7. Date of completion of Period of Probation:

8. If extended, date of expiry of Probation after extension:
   i) Ist Ext.
   ii) IInd Ext.

9. Period of Absence from duty on account of leave etc:

10. Period covered by the present Report:
    From __________ To __________
(PART II)
(Self appraisal – to be filled by the employee)

1. Name & Designation of the employee
2. Period covered in the present report
   From ___________ To ___________
3. Centre/ Branch where posted during the Probation Period:

<table>
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<tr>
<th>Centre/ Branch</th>
<th>From (date)</th>
<th>To (date)</th>
<th>Name &amp; Designation of the Reporting Officer</th>
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4. Brief description of the work done during the period

5. Achievements (during the period)

6. Knowledge of Hindi language: Whether proficient/ having working knowledge
7. Knowledge of Computer (for non S&T employees)

(Signature of the employee)

Place: _____________________________

Date: _____________________________

(Name: ___________________________)

23.05.2017 Ver 1.0
For use of Reporting Officer - the employee may be related in:

1. Comments on the Self Appraisal furnished by employee in Part II on this Form. In case of any disagreement, please specify:

2. Knowledge of relevant rules and regulation pertaining to job assigned:

3. Job Performance:
   (i) Contribution towards Organisation:
   (ii) Contribution towards Quality of work:
   (iii) Contribution towards progress of work:
   (iv) Proper Co-ordination and relation with in-house as well as outside public:

4. Amenability to Discipline and office Decorum

5. Punctuality

6. Adaptability of new job/new initiative:
7. Knowledge of Office Procedures:

8. Status of health:

**Recommended/ Not Recommended for probation clearance**

(If not recommended, kindly fill up the Part IV of the form)

Date ___________________ Signature of Reporting Officer ___________________

Name & Designation ___________________
(PART IV)

1. In case the reporting officer is not satisfied with the work and conduct of the employee reported upon during the initial period of probation, please indicate:

a) Whether the deficiencies reported in the probation report were communicated to him. If communicated in written, please enclose copy, if communicated orally please specify:

b) Whether the employee was given adequate counseling and guidance to overcome his deficiencies:

Place ___________________ Signature of Reporting Officer ________________
Date ________________ Name & Designation __________________

(PART V)

(TO BE COMPLETED IN CASE REPORT PERTAINS TO EXTENDED PERIOD OF PROBATION):

Please highlight his significant contribution/ improvement or deterioration observed in his working during the period underreport. Please also confirm whether the employee was given adequate counseling guidance to overcome his deficiencies.

Place ___________________ Signature of Reporting Officer ________________
Date ________________ Name & Designation __________________
(Remarks of the next Higher Officer)

1. General Assessment:

2. Agree/ disagree with the remarks and recommendation made by Reporting Officer in Part III, IV and Part V (if applicable)

3. Whether, the Employee be treated to have successfully completed to period of Probation:

4. Whether medically found fit? :

Signature __________________________
Date __________________________
Designation __________________________